

## Southwestern Region Fire Hire Outreach Notice—Fire Positions July, 2014

The Southwestern Region is looking for a committed, hard working, highly skilled workforce to suppress wildfires and work in fuels management on 11 national forests located in Arizona and New Mexico. The fire and aviation management program is very rewarding and requires talented people working safely as part of a team in a variety of specialized positions; including dispatch, engine crews, fuels management, hand crews, helitack, interagency hotshot crews, and prevention. The Fire Hire program is being implemented to streamline the hiring process for permanent fire positions and provide consistent hiring around the Region. This hiring process assists the national forests in the Southwestern Region to fill vacancies in a more efficient and timely manner.

Included is the outreach for GS-0462 current permanent fire and fuels positions covered by the Open Continuous Rosters (OCRs). The vacancy announcements for these positions are posted on the U.S. Government's official website for employment opportunities at, [www.usajobs.gov](http://www.usajobs.gov). There are Open Continuous vacancy announcements with no closing date. Those that wish to be considered for these positions in the Fall Fire Hire event must apply to the vacancy announcements by the cutoff date of **August 31, 2014**. The Certificates of Candidates for these positions will be issued to the selecting officials on or about **September 30, 2014**. All applicants who have applied to the announcements on or before the listed cutoff date and are found to be qualified and in the quality group will be referred for consideration.

**Please respond to the outreach if you are interested in filling a vacant position through the Fire Hire process. Your response is important. Please address your outreach response to the contact listed for each location. If you are a Merit Candidate (current permanent Federal employee), please only respond and apply to the Merit Announcement.** Additional information about the position is available from the direct supervisor.

### The Process and Timeline

**July 29, 2014—Outreach begins.** Information is available on the Southwestern Region's website listing all vacant permanent fire vacancies and locations from the GS-0462-04 through 09 levels.

**August 31, 2014—Application deadline.** Apply through USAJobs. Applicants are encouraged to apply for multiple locations (**where they would accept a position if offered**), even if vacancies for certain locations are not listed as vacant. Vacancies may occur during the hiring process and could be filled during Selection Week.

**September 23 & 24, 2014—Application evaluation.** Subject matter experts will generate Reference Evaluations and gather this information for selecting officials.

**October 1 & 2, 2014—Selections.** Representatives from each forest will make recommendations for hiring. Applicants selected will be notified by a Forest Service representative by phone. Applicants not selected will be notified by e-mail.

**November 16, 2014 —First effective date** (excluding drug testing, transfer of station, and less than Permanent Full Time appointments).

**Note:** Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met prior to selection.

**A current copy of your IQCS Master Record will be required for most positions in this outreach because of these qualification requirements.**

Additional information for applicants can be found at: <http://www.fs.usda.gov/goto/r3/firehire>

**HOW TO APPLY:**

**Please read the entire announcement and all the instructions before you begin.**

**You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.** Assistance is available during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office well before the closing date for an alternate method. All hardship application packages with supporting documents must be received no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

**Step1 – Create a USAJOBS account** (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2 - Create a Resume with USAJOBS** or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

**Step 3 - Click "Apply Online"** and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

**REQUIRED DOCUMENTS:**

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications (including IQCS Master Record).
2. College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application, however, if selected, an official college transcript will be required.
3. DD-214 (Member 4 Copy) and/or SF-15 Application for 10-point Veteran Preference if claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority.
4. SF-50 Notification of Personnel Action if you are a current or former Federal employee that will verify your federal status, position title, series and grade. FSA County employees must provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher.
5. Annual Performance Appraisal if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.
6. Certification of Disability if you are eligible for appointment based on a disability under the Schedule A hiring authority. This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any needed reasonable accommodation. You can review additional information at: <https://www.opm.gov/disability/appempl.asp>.
7. If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.
8. CTAP/ICTAP documentation if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or

Certificate of Expected Separation, SF-50 that documents the RIF separation action or most recent SF-50 (that is not an award), and latest performance appraisal (dated within the last 18 months) or a statement advising why one is unavailable.

**9. A current copy of your IQCS Master Record showing your training and qualifications for the position. If an IQCS Master Record is not available, some form of documented proof of training and qualifications will be needed for most positions.**

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document.

**AGENCY CONTACT INFO:**

*HRM Contact Center*

*Phone: 877-372-7248 Option 2*

*TDD: 800-877-8339*

*Email: [fsjobs@fs.fed.us](mailto:fsjobs@fs.fed.us)*

*Agency Information:*

*USDA Forest Service*

*Do not mail in applications. see instructions on How to Apply.*

*Albuquerque, NM, 87109*

## Apache-Sitgreaves National Forests

### Supervisor's Office, Springerville, AZ

Contact Information: Mark Empey, 928.333.6315

Locations: Springerville, Show Low, and Winslow, AZ

### Black Mesa Ranger District, Overgaard, AZ

Contact: Gary Strickland, 928.535.7331

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Apprentice	WFAP	R3-14-FIRE-WFAP-462-3/4/5DP	13/13	GS-3/4/5	Matt Bullmore (928) 535-7335	Overgaard, AZ

### Springerville Ranger District, Springerville, AZ

Contact Information: Rob Lever, 928.333.6203

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Apprentice	WFAP	R3-14-FIRE-WFAP-462-3/4/5DP	13/13	GS-3/4/5	Alma Leithead (928) 333-6218	Springerville, AZ

## Carson National Forest

### Supervisor's Office, Taos, NM

Contact Information: Steven Miranda, 575.758.6345

### Tres Piedras Ranger District, Tres Piedras, NM

Contact: Paul Delmirco, 575.758.8678

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	District/Zone Asst. Fire Management Officer (DZAFMO)	DZAFMO	OCR14-462-DZAFMO(M)-8/9G & DP	26/0	GS 8/9	Paul Delmerico	Tres Piedras, NM

## Cibola National Forest

### Supervisor's Office, Albuquerque, NM

Contact Information: James Anzalone, 505.346.3877

Location: Albuquerque, NM

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	IA Dispatcher	IADISP	OCR14-462-IADISP-5/6/7G & DP	26/0	GS 5/6/7	James Anzalone	Albuquerque, NM

### Magdalena District, Magdalena, NM

Contact: Manuel Martinez, 575.854.2281

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Handcrew Supervisor – Type 2/Fire Use Crew	HANDCREW	OCR14-462-HANDCREW(H)-7/8G & DP	26/0	GS 7/8	Ken Watkins	Magdalena, NM

## Kaibab National Forest

### Supervisor's Office, Williams, AZ

Contact Information: Norma Orozco, 928.635.8355

Location: Williams, AZ

### North Kaibab Ranger District, Fredonia, AZ

Contact: Ed Hiatt, 928.643.8101 or Dave Gesser, 928.643.8151

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Apprentice	WFAP	R3-14-FIRE-WFAP-462-3/4/5DP	13/13	GS-3/4/5	Dave Gesser	Fredonia, AZ

### Williams Ranger District, Williams, AZ

Contact: James Pettit, 928.635.5650/Dave Bales, 928.635.5651/Cole Orozco, 928.635.5659

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Forestry Technician (Prevention)	PREV	OCR14-462-PREV-5/6/7G & DP	26/0	GS 5/6/7	James Pettit	Williams, AZ
1	Apprentice	WFAP	R3-14-FIRE-WFAP-462-3/4/5DP	13/13	GS-3/4/5	Dave Bales	Williams, AZ

## Tonto National Forest

### Supervisor's Office, Phoenix, AZ

Contact Information: Clay Templin/Helen Graham, 602.225.5220/5350

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Forestry Technician (Airtanker Base)	AIRTANK	OCR14-462-AIRTANK-8/9G & DP	26/0	GS 8/9	Helen Graham	Mesa, AZ

### Globe Ranger District, Globe, AZ

Contact: Jack Marvin, 928.402.6250

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	IHC Superintendent	IHC-SUPT	OCR14-462-IHCSUPT-9G & DP	26/0	GS 9	Jack Marvin	Globe, AZ

### Payson Ranger District, Payson, AZ

Contact: Don Nunley, 928.474.7950

# of Positions	Title	Regional Specialty	Announcement #	Tour	Lowest/ Target Grade	First Line Supervisor	Location
1	Supv. Fire Engine Operator	ENG-SFEO	OCR14-462-SFEO(H)-7/8G & DP	26/0	GS 7/8	Jeremy Plain	Payson, AZ

## Southwestern Region Fire Hire Outreach Notice Reply

If you are interested in any of these positions, please complete the following information **by August 31, 2014** and send to **the respective contacts and duty locations** listed in the Southwestern Region Fire Hire Outreach.

**Please respond to the outreach if you are interested in filling either a vacant position. Your response is important in allowing supervisors to know who has applied to their positions and allows you the opportunity to learn more about the position prior to it being filled. Additionally, please only respond to the Merit (Government, not Demo) Announcement and vacancy if you are already a permanent Federal employee.**

### Personal Information:

Name:

Address:

E-mail:

Phone:

Current title/series/grade:

Do you qualify for the 462 Series: Yes ☐ No ☐

Are you currently a permanent Federal employee? Yes ☐ No ☐

IF YES, current Agency and location:

Current Red Card Qualifications: